

Class Code 5304/Nonexempt
Position Title Specialist
Working Area Facilities Maintenance
Effective Date October 1, 2002



JOB DESCRIPTION

Scope

Assistant to Principal Coordinator, Facilities Maintenance for daily planning of work activities; personnel, materials, and equipment as related to building repairs and maintenance.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Assist with daily planning, scheduling, and coordinating of work activities to include personnel, materials, and equipment for the maintenance and repair of county buildings. Coordinate acquisition of materials, tools, and equipment for specific jobs or projects. Schedule and track projects, work orders and PM scheduling. Coordinate contractor site visits for procurement of proposals and bids. Contact vendors and/or contractors to schedule service calls. Deal with internal customers in an effective, cooperative, and polite manner. Read, analyze, and interpret blueprints, specifications, professional journals, technical reports, or government regulations. Perform after-hours/on call duties as required. Maintain payroll accounting and purchasing card tracking/ reconciliation. Act as Principal Coordinator in their absence. Develop Scopes of Service. Set up and conduct various coordination meetings (pre-bid, pre-award, etc.). Participate in bid/vendor evaluation committee activities. Provide input for contracts development, coordinate activities with Purchasing Department.

Minimum Qualifications

Knowledge and Skills

Facilities maintenance operating procedures. Work order tracking methodologies and administrative office procedures. Personal computers and software which may include MS Word, Excel, Access, Power Point, and Project 2000. Read and interpret blueprints and specifications. Communicate effectively both orally and in writing.

Education

Associate of Arts degree in Construction, Property Management, or Business and two years responsible experience in facilities maintenance. Must possess and maintain a valid Florida Driver's License. *A comparable amount of education, training, or experience may be substituted for the minimum qualifications.*

Working Conditions

The work environment for this position includes working in the field and on construction sites. Incumbent may be exposed to all types of weather conditions. In addition to normal physical requirements of performing office duties, will be required to perform the following physical activities; climb ladders or on equipment, stoop, kneel, crouch, crawl, or reach for objects.